



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

Human Resources - 101.00		
S.O.P. # 101.25	Job Description -Special Operations Coordinator	PAGE: 1 OF 4
EFFECTIVE: 07/01/2018	Authorized: John Filer, Chief	
REVISED: 11/08/2018	Authorized: William Stephens, Director	

101.25.01 Job Summary

Performs complex administrative and supervisory field work in the Department of Emergency Services, Special Operations Division (SOD). Captains are responsible for assisting in day-to-day administrative operations-and are directly responsible for the implementation of specific SOD Programs. The SOD Captain will work closely with the subordinate personnel and field providers from both the career and volunteer services. The position works under the general supervision of the Chief of Emergency Medical Services. This position exists to support and foster the mission, men, women and vision of the Special Operations Division. The Special Operations Division consists of the following teams:

- Hazardous Materials Team
- Tactical EMS Team
- Marine Unit
- Ambulance Strike Team
- Unmanned Aerial Vehicle Team
- Critical Incident Stress Management Team

101.25.02 Essential Job Functions

Supervises, trains, assists and evaluates performance of divisional personnel. Assists the Chief in the development and management of policies and procedures to ensure compliance with licensing, competence and certification requirements for all Division staff. Evaluates the provided services through a combination of data collection and direct observations; and conducts research and analysis of current and future SOD issues and trends for the continuous improvement of the program and Department. Provides operational support in the field as a supplemental support unit/provider as assigned. Performs related work as required.

101.25.03 Knowledge, Abilities and Skills

Knowledge of:

- Methods and procedures of managing Emergency Services.
- Laws, rules and regulations governing the operations of Emergency Medical Services, maritime operations, FAA flight regulations with regards to UAS and hazardous materials operations.



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- Current Tactical EMS Protocols.
- County geography.
- COMAR "Title 30".
- CFR: Title 49 CFR Parts 100-185
- NFPA standards in relations to:
 - Hazardous materials operations,
 - Power tools;
 - Self-contained Breathing Apparatus;
 - Physical fitness standards;
 - Ropes and harnesses;
 - Responses to Active Violent Incidents.
- State and local training requirements for emergency services providers.
- Thorough knowledge of the *Charles County Department of Emergency Services, EMS & Special Operations Divisions: Standard Operating Procedures* and the *Charles County Personnel Policy and Procedure Manual*.
- Knowledge of the Charles County Hazardous Materials Ordinance
- Proficiency in Microsoft Office products and tools.

Ability to:

- Prepare and collaborate training, schedules and databases as well as manage appropriate staff.
- Handle emergencies safely and effectively.
- Establish and maintain effective working relationships with others encountered in the work.
- Evaluate staff on a consistent and fair basis.
- Communicate effectively, understand and carry out oral and written instructions.
- Independently manage, plan, coordinate and direct the activities of multiple resources at complex incidents and assignments as deemed appropriate.
- Independently manage, plan, coordinate and mitigate within discretion personnel matters in accordance with the County Policy and Procedures Manual and the EMS & SO Division's SOP's.
- Analyze complex situations and to formulate and direct quick, effective, and reasonable course of action with regards to hazards and circumstances.

101.25.04 Training and/or Education

Requires an associate degree with a major in Fire, EMS, Public, or Business Administration or equivalent and a minimum of two (2) years of administrative experience. Any combination of education and or adequate administrative experience may be substituted for the minimum education requirement.



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101.25.05 Experience:

In addition, applicant must have at least four (4) years of operational experience within the field of special operations and experience as a manager and certified instructor as well as meet all requirements for the "Hazmat Incident Commander" in Charles County. Completion of USFA/FEMS Special Operations Program Management R0254 course is preferred but not required.

101.25.06 Licenses and Certifications:

Must possess a current and valid driver's license and maintain a current license as an Emergency Medical Technician or Paramedic in the State of Maryland. Must have and maintain current certification in CPR, EVOC (or equivalent), Haz-Mat Technician, Tactical Combat Casualty Care, Hazmat Incident Commander, ICS 100, 200, 300, 400, 700, 800. MFRI Instructor II (or equivalent).

101.25.07 Special Requirements:

Must maintain current Driver's and Emergency Medical Technician or Paramedic license and certifications during employment as well as all necessary Instructor certifications.

101.25.08 Physical Demands:

Occasionally act as an EMS provider, Hazmat Technician and must meet all requirement for such classification. Must also successfully pass the annual mandated NFPA 1582 Physical.

101.25.09 Unusual Demands:

Employee is subject to work beyond the normal scheduled hours of work. Operational personnel are subject to work on weekends and after traditional business hours.

101.25.10 FLSA Status:

Non-exempt



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101.25.11 Reports To:

Chief of Emergency Medical Services

101.25.12 Supervises:

Providers and technicians of the:

- Hazardous Materials Team
- Tactical EMS Team
- Marine Unit
- Ambulance Strike Team
- Unmanned Aerial Vehicle Team
- Critical Incident Stress Management Team